

4M Sample Reporting Forms

ALAMEDA COUNTYWIDE CLEAN WATER PROGRAM

Municipal Government Maintenance Activities

FY 1995/96 Monthly Record Keeping Form

Month of: _____

Municipality: _____

Completed by: _____ Date: _____

STREET CLEANING

1. Sweeping

Volume of
material collected
(cubic yards)

Miles swept*
(curb miles)

Residential Areas:

Broom

Regenerative Air

Vacuum

Commercial Areas:

Broom

Regenerative Air

Vacuum

Industrial Areas:

Broom

Regenerative Air

Vacuum

Other Areas Swept:

(e.g., parking lots, major arterials)

Broom

Regenerative Air

Vacuum

TOTAL

2. Have there been any changes in your street sweeping program?

(efforts to have parked cars removed, changed sweeping frequency, new equipment, significant downtime, etc.)

LEAF REMOVAL

Volume of leaves removed by City crews: _____ cubic yards

Leaves bagged by residents and picked up by City: _____ bags

Check box if you do not have a leaf removal program other than routine street sweeping:

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MAINTENANCE OF STORM DRAINAGE FACILITIES

	Inspected		Cleaned	
Number of storm drain inlets	_____		_____	
Number of cross culverts, conduits, and/or culverts used to convey stormwater around street corners	_____		_____	
V ditches	_____	miles	_____	miles
Storm drain lines	_____	miles	_____	miles
Channels	_____	miles	_____	miles
Creeks	_____	miles	_____	miles
Culverts	_____	linear feet	_____	linear feet
Number of junction boxes	_____		_____	
Number of pump stations	_____		_____	
Other (please specify) _____				

Total volume of material removed _____ cubic yards or _____ tons

Describe any observed illegal discharges or illicit connections below or check the box if activities are included in the Illicit Discharge Quarterly Summary Form:

Have you responded to complaints or noticed areas which should be targeted for more frequent cleaning?

Yes _____ No _____ If yes, explain _____

LITTER CONTROL

	Areas Targeted	Volume Removed
City/County Personnel (including receptacles)	_____ _____	_____ _____
Court Referred Crews	_____ _____	_____ _____
Other (e.g., contractors)	_____ _____	_____ _____
Total (specify cubic yards or pounds)		_____

SANTA CLARA VALLEY URBAN RUNOFF POLLUTION PREVENTION PROGRAM

PUBLIC STREETS, ROADS, AND HIGHWAYS
OPERATION AND MAINTENANCE

Co-permittee Reporting Form

1. Are you implementing best management practices (BMPs) for the street, road, and highway operation and maintenance (O&M) activities that you are responsible for conducting, in order to reduce pollutants in storm water to the maximum extent practicable and eliminate illicit discharges?

yes no If yes, describe any changes in your BMPs during the past year.
If no, explain:

2. Have you developed and implemented a process for ensuring that any contractors you employ to conduct street, road, and highway O&M activities use the appropriate BMPs adopted by the agency?

yes no If yes, describe any changes in your process during the past year.
If no, explain:

3. Have you provided training on an annual basis to your municipal staff in the use of appropriate BMPs?

yes no If yes, describe training conducted during the past year.
If no, explain:

Have you provided a mechanism for obtaining feedback from municipal staff on the implementation and effectiveness of the BMPs?

yes no If no, explain:

4. Have you informed other parties conducting street, road, and highway O&M activities within your jurisdiction that they are expected to implement BMPs to reduce pollutants in storm water to the maximum extent practicable and eliminate illicit discharges?

yes no If no, explain:

PUBLIC STREETS, ROADS, AND HIGHWAYS
OPERATION AND MAINTENANCE

Co-permittee Reporting Form, continued

5. Have you reviewed and evaluated the effectiveness of your BMPs in achieving the goals of reducing pollutants in storm water to the maximum extent practicable and eliminating illicit discharges?

yes no If no, explain:

Did this review include input from municipal maintenance staff that implement the BMPs?

yes no If no, explain:

What were your findings from this review? Describe how BMPs have been modified as a result of this evaluation: